

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

MINUTES OF THE SITES AND BUILDINGS COMMITTEE MEETING
HELD 18TH NOVEMBER 2019
AT THE SHIREHALL, BROAD STREET, PRESTEIGNE

Present: Cllrs, R. Bamford, R. Bennett, C. Kirkby.

Outside Representatives: Mr. D. Harvey, Mr. G Graham, Mr. R. Rimington.

Apologies: None.

In Attendance: Mrs T. Price, Town Clerk

Absent: Cllr. N. Rogers.

Declarations of Interest: Members were requested to declare any personal and/or prejudicial interests they may have in matters to be considered at the meeting in accordance with the terms of the Local Authorities (Model Code of Conduct Order) (Wales) Order 2008 and the Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016.

Personal: None.

Personal and Prejudicial: None

MIN SB1/19 ELECTION OF CHAIRMAN 2019/20

Cllr Bennett was proposed by Cllr. Kirkby, seconded by Cllr. Bamford and duly elected.

MIN SB2/19 ELECTION OF VICE CHAIRMAN 2019/20

Cllr Bamford was proposed by Cllr. Kirkby seconded by Cllr. Bennet and duly elected.

MIN SB3/19 ALLOTMENTS

(1) Report by the PNAA Representative: Members noted the written report received. Mr. Harvey reported that the tenants generally got along very amicably and asked that his thanks be passed on to former Councillor Pam Linnett for her work as Allotment Liaison Councillor.

(2) PNAA Raised Matters: The following matter was discussed – Issues with disposal of green waste: The County Council collections were due to stop for the Winter shortly just as tenants were clearing their plots for Winter. At the moment it was not a problem but this would be monitored. The Clerk was asked to write to the County Council highlighting the problem and suggesting that collection dates be extended. Cllr. Kirkby reported that he had been approached informally about possibly using part of Lower Went's Meadow for a community composting scheme but that no formal approach had yet been made.

(3) Work/Maintenance Plan for 2020-21: Agreed as previous years – hedge trimming, strimming of car park entrance etc. Mr. Harvey confirmed that the fence appeared sound and not in need of any repairs at present.

(4) Expenditure 2019-20 to date: Members reviewed the expenditure for the year so far and noted the current bank balance. On average the rent received was about £300 more than expenditure and the surplus remained in the allotment account in order to provide a reserve for larger works should they become necessary (for example replacement of the fence, new pumps).

(5) Rent Review (review due November 2019 w.e.f. March 2020): Given the current financial situation it was agreed to recommend no rent increase in March 2020. The next rent review would be in November 2021 (to take effect from March 2022).

Mr. Harvey left the meeting at this point.

MIN SB4/19 WENT'S AND EDDIE'S MEADOWS, MUGA, FOOTBALL PITCH

(1) Grass Cutting/Weed Killing Arrangements for 2020-21 Review of work during current year. (Under three year contract to 31st March 2022): Members reviewed the grass cutting during the year. In general all were pleased with the work carried out. The paths on Lower Went's Meadow had been missed during late summer and this was believed to be due to a change of equipment. Cutting had resumed during the

Autumn. Members asked that the Company be thanked for the cutting over the year, in particular the network of paths.

Cllr. Bennett reported that following their offer to cut the grass around the orchard trees he had been asked by Presteigne Plenty to strim around the trees in the car park field but it seemed that nothing had been done to the trees in the main field. The Clerk was instructed to ask if the Group still intended to cut around the trees.

(2) Maintenance Plan for 2020-21: Other than regular maintenance the following items were considered –

- Stoning the path alongside the skateboard park
- Re-introduction of the path between the bridges at Lower Went's Meadow.
- Stoning behind the new Barn
- Filling of gaps in hedge, if brash became available, but not considered a major issue.
- Pruning of Walnut Tree: Cllr. Bennett and Mr. Graham to carry out.

(3) Report on Annual Visual Tree Inspection: Due to take place over the next week.

(4) Tree Survey Report: The Clerk reported on the formal tree inspection. She was awaiting a decision from the County Council on work on the boundary with the Warden and also to see if the Dukes Public House was interested in removing two trees for the firewood. Once this was confirmed she would seek a final quote for the remaining work recommended.

(5) Rospa Inspection Report: The Clerk reported that the minor works had either been completed or would be completed in the Spring. The supplier of the outdoor gym had been contacted and had agreed to replace the part that had excess swivel. This should be completed by the end of November. Works remaining included the gap between the skateboard pyramid ramp and the ground surface and the rounding of the one corner stone. Mr. Rimington would attend to these two matters.

(6) Community Building Completion: The building had been signed off by building regulations and Cllr. Kirkby had completed the end of grant forms. Mr. Rimington would discuss the removal of the remaining soil left at the barn and consider the additional stoning. This stone to be paid for from the building budget. The steel inserts were still to be added and the use of flame-retardant paint was still being considered. Mr. Rimington thought that if the inside of the building and stage were done this would cost in the region of £1000. There was at present £4730 left in the budget.

Mr. Rimington confirmed that he had now obtained two additional sets of keys and it was agreed that Cllr. Kirkby, the Clerk and Mr. Close would meet on site for a briefing on the building. The same key fitted both electric boxes and one key operated all three doors.

(7) Hourly Rate for general repairs and inspections: Members considered this and agreed to recommend an increase of 50p per hour from 1st April 2020.

(8) Budget Consideration for 2020-21: Following discussion it was agreed to recommend the following budget –

Weekly Inspections	£800
General Maintenance inc dog bags	£3000
Grass cutting/weed killing	£3500
Tree Works	£1000
MUGA / New Building Reserve	£3000
Utilities/Annual Inspection	£400
Misc	£300
Total	£12,000

(9) Removal of Waste Bin, St. David's Street: Mr. Rimington asked that the Town Council request the return of the bin which had been removed because of a rotten post.

(10) Grant Applications Update: The Clerk reported that she continued to work with the Wildlife Trust to try to secure funds to replace the Boardwalk at the Withy Beds. There was also a possibility that funds for a renewed boardwalk could be included in a larger lottery bid due to be submitted by the Town Council. A smaller application was currently in to the Gannett Foundation with a decision expected by the end of 2019. The Clerk hoped to be able to reapply to Tesco in the Spring of 2020 and to submit a further Awards for All application in the Autumn of 2020.

MIN SB5/19 TOILET BLOCKS

- (1) Report on year to date: The usual general maintenance issues had arisen and there had been several instances of vandalism at the Wilson Terrace block.
- (2) Cleaning Arrangements/Contract for 2020-21: Agreed to recommend that the contract for 2020-21 be awarded to Ms Lloyd-John.
- (3) Cemetery Toilet: Members reviewed the need to re-open this facility. The Clerk had had no requests for this over the current year and it was agreed not to re-open the toilet at present.
- (4) Budget Consideration for 2020-21: Having examined the spend for the year to date it appeared that the spend for the current year was likely to be within budget. There would be no increase in cleaning costs in 2020-21 and so it was agreed to recommend that the budget for 2020-21 remain the same at £10,000. The toilets did have an allocated reserve and the £10,000 budget could be part funded from that reserve depending on other pressures for the precept.

Summary of Full Council Decisions Required –

Allotments:

To approach the County Council suggesting the collections for green waste be extended to later in the year.

To consider recommendation that there is no rent increase for 2020/21 and 2021/22.

Meadows:

Confirm the proposed maintenance works for 2020/21.

Grass around community orchard trees not to be weed killed but volunteers to be asked if they are still intending to cut around the trees.

Remaining items highlighted by ROSPA to be completed as soon as possible.

Hourly rate paid for inspections/Maintenance to be increased by £0.50 to £14.00.

Draft budget recommendation totalling £12,000.

Toilets

Cleaning contract for 2020/21 to be awarded to T. Lloyd-John.

Draft budget recommendation of £10,000 for 2020/21.

The meeting closed at 8.45 pm.